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Membership minutes 02/10/2016

Membership Committee

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Membership Committee Meeting
February 10, 2016

Members Present: Nancy Carpenter, Stacey Aronson, Colin Wray, Jeff Lamberty, Jodi Sperr, Chris Dallager, Ken Emo, Roger Rose, Sophia Derbes

Nancy suggested that this year we send committee preference forms only to those who are not serving on a committee next year; those coming off of committee assignments and those who have not been serving on a committee.

We reviewed forms that allow us to intelligently place employees on the appropriate committee including a table showing the history of who served on which committees and when.

We discussed how to tailor the form to elicit desired committee assignments from staff/faculty.

Nancy requested that we examine the following forms shared on Google Docs to see if they are asking the correct questions.

- Committee Preferences for Faculty
- Committee Preferences for P&A

General conversation ensued, including (but not limited to):

Carrie keeps the records of all committee assignments; her records are official (notes kept by others may not be accurate).

At some point we'll have to nominate members for Membership, Steering, and Consultative committees. Nancy suggests that three different Membership committee members each take one of these committees, send out announcements, and solicit nominations.

Chris asked if we could send one email directing people to a Google form that has all three committees listed.

We looked at the form used last year to take nominations for these three committees and made changes that update the form for this year. We changed the year, deleted extraneous info, deleted old information and added a brief description of the job each committee is designed to do.

We will need an interim parliamentarian for Fall 2016 as Tim Lindberg will be taking a one-semester leave in the fall.

Roger will send out an all-staff email next week (2/14-19) to solicit nominations on the Google form.

The committee will need to carefully examine our work to avoid mistakes.

The meeting was adjourned at 4:00 PM